DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C372

Page 1 of 4

Agency	
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Washington County

Division/Unit

Finance/Water and Sewage

Washington County		Finance/Water and Sewage	
Item No	Description		Retention
1	Billing registers -contains but not limited to: past due bills, invoice update edit list, billing registers, delinquent proof list, consumption proof list, syscon conversion, date and time report, meter readings, invoice copies		Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
2	Lab reports: water analysis - water samples, lab analys wastewater/streams analysis, discharge reports	sis report	Retain for five (10) years and until all audit requirements have been fulfilled, then destroy
3	Agreements for service, pipeline crossing, site plans, agreements between Washington Co. and sub division water and sewage services, amendments, funding agreagreements for architectural services		Permanent. Transfer periodically to MD State Archives
4	Accounts payable invoices -contains but not limited to: paid invoices, correspondence		Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
5	Cash receipts -contains but not limited to: payment stub, adding machine tapes, invoices		Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
6	Subdistrict general registers - computer generated listi general ledger transaction report	ngs,	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
7	Equipment rentals/mileage reports -contains but not limited to: equipment rental worksheet, handwritten notes, total monthly equipment cost		Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
Approved	by Department, Agency or Division Representative	chedule	Authorized by State Archivist
D ate	July 16, 1999	ate	JUL 2 0 1999
Signature	To: L. Bithan s	ignature	Stward C. Japanfor
Type Nan	ne Jonii L. Bittner		
Γitle	County Clerk		•
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. 2872

Page 2 of 4

	(CONTINUENTION STILLEY)	0
Item No	Description	Retention
8	Sanitary district water directories -contains but not limited to: reconciliation of labor distribution, labor distribution, mileage distribution, personal mileage, administrative expense report, master control list, well testing, invoices	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
9	Grants/Loans – Water and sewage construction -contains but not limited to: purchase orders, invoices, estimate for partial payment, lawn invoices, labor distribution, lawn and overhead salary reports, correspondence, certifications of performance	Retain for life of grant plus three (3) years and until all audit requirements have been fulfilled, then destroy
10	Post Office address reports - computer generated listing, road name, address, owner name, zipcode, land use	Retain until updated or superseded, then destroy
11	Untaxed and undetermined parcels and tax maps - computer generated listing: account number, owner/address, liber - folio, description, map, parcel, grid	Retain until updated or superseded, then destroy
12	Easement files -contains but not limited to: workpapers, sewer line easement instruments, drawings, property appraisals, correspondence	Permanent. Transfer periodically to the MD State Archives
13	Service connection construction reports -contains but not limited to: lateral sheets, lists project, location, contractor, date installed, address, site drawing, size and type of main-pipe-meter-vault-length; cut reference sheets	Retain for life of equipment, plus 3 years, then destroy.
14	Operation and maintenance manuals -contains but not limited to: warranty, maintenance data, specifications, parts catalog, installation instructions, operating instructions	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. 6872

Page 3

·	(CONTINOATION SHEET)	
Item No	Description	Retention
15	Statements - computer generated -contains but not limited to: statements for tests performed on water systems, copies of test results that relate to statement	Retain for five (5) years and until all audit requirements have been met, then destroy.
16	Procurement for materials and services: correspondence, notice to proceed for procurement of materials and supplies, addendums, bonds and insurance for explosive experts; includes concrete, rock engineering firms, pipe	Destroy material having no further Legal, Fiscal, Administrative or Operational Value
-17	Subject files by sanitary district -contains but not limited to: correspondence, contract change orders, permits, final tabulation listings, mileage cost, equipment rental cost, inspector's report, notice of public hearings, hearing testimony, hearing procedures	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
18	Ridge Water Corporation -contains but not limited to: minute book and organization records, correspondence, handwritten notes, check copies, stock subscriptions, copies of share certificates, journal entries, tax returns, statements	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	C872
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Page 4 of 4

Item No	Description	Retention
19	Property transfer record: form (green) lists - kind of conveyance, town, county, deed presented by, date, consideration, ground rent, name of grantor, N &A, assessment Originals maintained by Real Property Administration. A copy is reordered at the Circuit Court.	Destroy material having no further Administrative, Legal, Fiscal or Operational value.
20	Manual check registers: ledger sheets listing - check number, payee, account number, distribution, total	Retain for three (3) years and until all audit requirements have been met, then destroy.
21	Water meter installation/replacement log -contains but not limited to: log sheet, consumption proof list, meter change	Retain inspection approvals and meter specifications for three (B) years and until all audit requirements have been fulfilled, then destroy.
		Retain meter history data for seven (7) years, then destroy.
22	Inventory posting register: computer generated listing: fund, account number, project, date, item #, quantity, U/M, req. reference number, debit, credit	Retain for three (3) years and until all audit requirements have been met, then destroy.
23	Detail A/R invoice journal, billing register: computer generated listing - account number, date, customer/description, property number, invoice number, debit, credit, address, plan type, reading, consumption, charges, adjustments, final charge	Retain for three (3) years and until all audit requirements have been met, then destroy.

Cetter Size	INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPÁŘÍMENT OF GENERÁL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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DEFINITION - Records Series - A group of related reco	rds normally filed and used 25 2 unit for reference 25	well as retention and disposition purposes.
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DÉPARTMENT OF GÉNERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 3. Or
1. DEPARTMENT/AGENCY	2. DÍVISION	3. UNIT
WASH. Co.	FINANCE	W45
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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1. DEPARTMENTIAGENCY WHSH. CO.	2. DIVISION · FINANCE	3. UNIT
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retended and disposition purposes. 4. RECORD SERIES TITLE FINAL FUNCT 5. EARLIEST YEAR / LATETEST YEAR 9. FECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose of function of the Series) 1. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose of function of the Series) 1. RECORD SERIES SEQUENCE 9. VOLUME 1. File Disposition 9. VOLUME 9. VOLUME 1. File Disposition 9. VOLUME 1. File Disposition 9. VOLUME 1. File Disposition 9. VOLUME 1. Pile Disposition 9. VOLUME 1. Pile Disposition 9. VOLUME 9. VOL	1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
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19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE		HICHIVE!	
W9 Xunda	19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

WILLIAMSPORT-BOX #36-58-59

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED PECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH. CO.	FINANCE	Water+ Sawage
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CIOVELLOW	-Green Lawn	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONSISTS OF BUT N INVOICES - ESTIMA INVOICES - ESTIMA INVOICES - Labor SOLARY Reports - OF Performance	Te For farTial to Distribution, Corresponden	Purchase Orders- Psyspert: Lawn Lawn+ Overhand
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME O File Orawer(s)
Coller Size a Microfilm	Alphabetical	□ Microfilm Real (s) □ Coppedier Tace (s)
□ Legal Size □ Computer Table	G Numerical .	2 Ciner (Specify) BOX
□ Bound Book □ Floppy Cisk	☐ Chronolog:cal	Number Cu-FT
□ Audio Tape □ Video Tace	Geographical	10. ANNUAL ACCUMULATION □ File Drawer (\$)
er Citer (Specify) 1/X)4	□ Other (Specify)	Olher (Specify) Number
المعقوب	12. FILE BECOMES INACTIVE AFTER	
☐ Daily ☐ Weekly ☐ Monthly	O N	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Williamsfort	U Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain orielly and	18. RECOMMENDED RETENTION	
denotes any hardware/software)	Retain for three (3) Years ar	,
○ 'es □ No	all Audit Requirements have	e been
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	
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Williamsport Box 56

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTIONY Page
1. DEPARTMENTIAGENCY WASH CO.	2. DIVISION FINANCE	WATER & SOWAGE
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE BILLING BC	NSTER'S	5. EARLIEST YEAR / LATETEST YEAR 1991_TO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
CONTAINS, GUT IS. Bills, INVOICE		
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CONVERSION.	Proof LIST; 5 DATE+TIMER	
	1000	0.1/01/11/5
7. RECORD SERIES FORMATIST	8. RECORD SERIES SEQUENCE	9. VOLUME © File Orawer(s) © Microfilm Reel (s)
□ Certer Size □ Microfilm □ Legal Size □ Computer Tace	O Alphabetical	Computer Tace (s: SDES
□ Bound Book □ Floppy Disk	Chronolog:cal	Number CW FT.
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) WHS FILE ROOM	14. IS RECORD SERIES DUPLICATED ELSEWHERE	• .
WILLIAMS PORT	40 AUDIT BEOLUBERIST	· · · · · · · · · · · · · · · · · · ·
15. ACCESS RESTRICTIONS (If yes, cite law(s) 2 regulation(s)	16. AUDIT REQUIREMENTS	
. C. Yes □ No	□ None □ State □ F	ederal D Independent
17. IS AH INDEX SYSTEM USED? (If yes, exciain criefly and describe any hardware/software)	18. RECOMMENDED RETENTION	•
:: 'es © No	Retain for three (3) Years and until all Audit Requirements have been	
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATCRLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY WASH. CD.	2. DIVISION	3. UNIT WATER & Sewage
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE LAB REPT	773	5. EARLIEST YEAR / LATETEST YEARTO
6. RECORD SERIES DESCRIPTION (Briefly describe the types of WATER ANALYSIS REPORT ANALYSIS - DISC	- WATER SAM	yples-LAB STreams
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
e Cetter Size	Alphabetical	□ File Drawer(s) □ Microfilm Reel (s)
□ Legal Size □ Computer Tabe	Numerical	Computer Table (s) Other (Specify)
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	G Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) OFFICE	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes. cite law(s) 2 regulation(s)	16. AUDIT REQUIREMENTS	
U Yes D No	□ None □ Slate □ F	Federal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 12. 'es	Retain for three (3) Years and until all Audit Requirements have been	
19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. LOX 275 - JESSUP MARYLAND 20794	Page OI
1. department/agency WASH, CO	2. DIVISION	WATER & Sewer
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE AGTECME.	NTS	5. EARLIEST YEAR / LATETEST YEAR
SITE PLANS;	Agree Ments & Nisjon/Town VICE; AMENS EMENTS; Agre	PIPELINECTOSSING, DETWEEN WASH. FOR WITTER-L MENTS; EMENT FOR
7. RECORD SPRIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CU. FT.
O Audio Tape O Video Tace Other (Specify) PHVS	Geographical Gliner (Specify) DIOTO CT	10. ANNUAL ACCUMULATION D File Drawer (s) D Microfilm Reel (s) D Computer Tabe(s) D Other (Specify)
S.11/2/14/5	Agreement	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room) 15T FROOT FICE WINDAMS FOR	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
U Yes □ No	□ None □ State □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and omatibe any hardware/software) 17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and omatibe any hardware/software)	18. RECOMMENDED RETENTION PETM. PETTOLICATLY TO THE HISCHIVES.	AVENT. TRANSFER
19. NAME AND TITLE OF PREPARED	20. TELEPHONE NUMBER	21. DATE / 1/29/99

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASH. Co.	FINANCE	Water+Sewage
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE ACCOUNTS ?	Payable	5. EARLIEST YEAR / LATETEST YEAR 10 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTAINS, BUT NOT CONTESPONDEN		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME
Letter Size Microfilm	G Alphabelicai	□ File Drawer(s) □ Microfilm Reel (s)
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□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number Cul. FT.
Other (Specify)	☐ Geographical ☐ Other (Specify)	10. ANNUAL ACCUMULATION □ File Orawer (s) □ Microfilm Reel (s) □ Computer Tabe(s) □ Other (Specify)
	·	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number D	Month(s) D Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) WILLIAMS POTT-FIREM FINANCE - AND FLOOR	14. IS RECORD SERIES DUPLICATED ELSEWHERE Yes	7 (If yes, specify agency or office)
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes	□ None □ State □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain oriefly and dentinge any hardware/software)	18. RECOMMENDED RETENTION	· ·
:: 'es	Retain for three (3) Years and until all Audit Requirements have been Fulfilled, then destroy.	
19. NAME AND TITLE OF PREPARER William & Taylor		

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BOX # 38-39-62-63-64-65-66-78-79 #80-83-102-103-104-105-106-119-120 #121-122-126-165-162-161-160-#159-156-153-152-148-

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 3. Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASH. Co.	FINANCE	WATER+ Sewage
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference a	s well as retention and disposition purposes.
4. RECORD SERIES TITLE CASH Recei	PIS	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	e the purpose or function of the Series)
CONTAINS, GUT NOT AddING MAChin	re TAPES. IN	PAYMENT STUB; VOICES

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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□ Bound Book □ Floppy Disk	□ Chronolog:cal	Number CV. FT.
O Audio Tape O Video Tape	Geographical	10. ANNUAL ACCUMULATION
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11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🗆 Daily 🗆 Weekly 🗆 Monthly	CI Number	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Williamsport	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
C Yes O No	□ None □ State □ f	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain criefly and dentative any hardware/software) :: 'es □ No		(3) Years and until ements have been estroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	PageOr
1. DEPARTMENTIAGENCY WASH, CD.	2. DIVISION FINANCE	3. UNITWATER ESCURGE
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE SUBJECT FENCE	val Registers	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Computer generality of TANKSHELLOW K		· /
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME O File Orawer(s)
Uegal Size Computer Tace	Alphabetical C Numerical	Microfilm Reel (s) Computer Table (st. Cither (Specify)
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Bound Book Floopy Disk	□ Chronolog:cal	10. ANNUAL ACCUMULATION
O Auto Tape O Video Tace O Citier (Specify)	Geographical Cither (Specify) Subdistinct	D File Orawer (s) D Microfilm Reel (s) C Computer Tape(s) D Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	O	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Williamsport	a Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
∪ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and drotting any hardware/software)	18. RECOMMENDED RETENTION	
: 'es © Mo	Retain for three (3) Years and until all Audit Requirements have been	
19. NAME AND TITLE OF PREPARER WE Suylor OGS 550-4 Paged 1/931	Fulfilled, then destroy.	

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HSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
WASH. DO.	FINANCE	WATER + Sewage
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Equipment Mylesge Ke	PT RENTALS/	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the purpose or function of the Series)
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e e e e e e e e e e e e e e e e e e e		
7. RECORD SEBIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
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O Legal Size O Computer Tabe	≥ Numerical	Computer Tace (s: Boxe Giner (Specify)
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□ Audo Tape □ Video Tace	☐ Geographical	10. ANNUAL ACCUMULATION © File Drawer (\$)
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tabe(s)
	Month	Other (Specify)
	•	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
Williams Port Floor	O Yes	D No
15. ACCESS RESTRICTIONS (If yes, cite law(s) 3 regulation(s)	16. AUDIT REQUIREMENTS	
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17. IS AN INDEX SYSTEM USED? (If yes, excitain criefly and dentitibe any hardware/software)	18. RECOMMENDED RETENTION	
:2 'es □ Mo		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP MARYLAND 20794	PageOf
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
WASH. Co.	FINANCE	WATER + Sewage
DEFINITION - Records Series - A group of related reco	ords normally filed and used 23 2 unit for reference 25	well as retention and disposition purposes.
4. RECORD SERIES TITLE SANTIANI	ASTITUTE	5. EARLIEST YEAR / LATETEST YEAR
WHER DIRECTORIE	<u> </u>	1955 to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	
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PESTING, INVOICE	s; SEE ATTACK	150.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME O File Drawer(s)
Exter Size Microfilm	Q Alphabetical	□ Microfilm Reel (s) □ Comouter Tace (s)
☐ Legal Size ☐ Computer Tace	G Numerical	Ciner (Specify)
Bound Book Floppy Disk	Chronolog:cal	Number
□ Audo Tape □ Video Tace	☐ Geographical	10. ANNUAL ACCUMULATION © File Drawer (s)
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		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s) D Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Williamsport	O Yes	O No
15. ACCESS RESTRICTIONS (If yes. cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
u: Yes a No	□ None □ State □ F	egeral Independent
17. IS AN INDEX SYSTEM USED? (If yes, exciain oriefly and controls any hardware/software)	18. RECOMMENDED RETENTION	_
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19. NAME AND TITLE OF PREPARER	Fulfilled, then destroy.	-
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FINANCE

INVENTORY
form #7

BOX #50

SUBDISTRICT NO. 9 - HIGHFIELD WATER DIRECTORY

BOOK #1
Master Control - All Costs
Summary of All Costs @ 9/30/86
Force Account Summary
Force Account Labor Distribution
Force Account Invoices

BOOK #2

Labor Reconciliation
Account Number Code
Truck Mileage - Regular
Personal Mileage - Regular
Administrative Summary
Administrative Invoices
Administrative Labor Distribution
Willard Well Testing
Willard Well Construction Summary
Willard Well Construction Truck Mileage
Willard Well Construction Invoices
Willard Well Construction Labor Dist.
Interest
Engineering

BOOK #3

Construction D. L. George Construction Conewago Other Income Funding All Sources Submittals FmHA Grant Requests Miscellaneous

BOOK #4 Correspondence Rates/Costs